

Kelsale-cum-Carlton Parish Council
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(Draft)

**MINUTES OF THE PARISH COUNCIL MEETING HELD ON WEDNESDAY 28th November AT 7:00PM
IN KELSALE VILLAGE HALL, COMMITTEE ROOM**

Present at the meeting: 5 members of the public

Cllr Alan Revell (Chairman)	Cllr Ray Ellis
Cllr Claire Buttle	Cllr John Pulham (Vice Chairman)
Cllr Chris Burslem	Cllr Susan Major
Cllr Tim Roberts	Cllr Edwina Galloway
Cllr Martin Lumb	

In attendance: None

Welcome by the Chairman. The Chairman welcomed a member of the public who may be interested in joining the parish council and who was attending to observe the meeting.

10749 Public Forum

Democratic Quarter-Hour/Public Question Time – Residents are invited to give their views and question the Parish Council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public, whilst welcome to attend, may not take part in the meeting itself.

Mr Ken Hannah gave the following report on a variety of issues that have arisen over the past month concerning residents in the village:

- The cycle path that had been reported as needing clearing had now been cleared.
- The overgrown hedge that was impeding the width of the footpath between Tiggens Lane and Dorleys Corner had been reported but not resolved. The Chairman explained that historically this has been an ongoing problem.

Action: Clerk to report this problem again explaining the dangers and stressing the County Council's liability should there be an injury. She will include an up to date photograph of the problem area and explain that the hedge has already been cut recently. She will report back at the next meeting.

- The road sign on the corner of Carlton Road and Peasenhall Road is seriously corroded and has become a hazard.

Action: Clerk to report this problem and report back at the next meeting.

- The drainage on Rendham Road has been compromised by vehicles eroding the verges causing the drains to be blocked which has caused localised flooding on two occasions this autumn. Residents have been forced in some instances to dig out the drains at their own expense as a result.

Action: Clerk to report this problem to Highways and report back at the next meeting.

- There is a lot of litter especially along the A12.

Action: Clerk to report this problem and report back at the next meeting.

At this point Cllr Burslem suggested that County Councillor Smith should be invited to visit the village and be shown all the problems that need to be rectified and asked his advice about the best people to contact.

Action: Clerk to invite Cllr Smith for a visit and tour.

At this point the Chairman reminded the room that in the current economic climate funds are limited to deal with these types of problems and that it may not be possible for them to be

resolved quickly. Cllr Pulham reported that parish councils do have the ability to spend a figure on unbudgeted or unplanned spending that they can access via their reserves.

Action: Cllr Pulham to liaise with the Clerk on how this process can be undertaken.

10750 Reports

(a) **Report by County Cllr Richard Smith** – sent apologies. No report submitted.

(b) **Report by District Cllr Phillip Dunnett** – sent apologies. No report submitted.

(c) **Report by District Cllr John Fisher** –

Cllr Fisher reported that the draft Local Plan was submitted to the Scrutiny Committee on the 27th November. The final draft will be presented to Cabinet on 2nd January 2019. After this there will be a consultation regarding the soundness of the document. He also confirmed that the wards for the merged district councils will be going ahead as planned unless there is a General Election between now and May.

The Chairman formally opened the meeting at 7.30pm

At this point the Chairman took the opportunity to speak about the recent spate of local burglaries that have been occurring. He is keen to make the village aware of them and to encourage people to be vigilant. Cllr Pulham will be including an article about this in the next issue of New Oasis. Cllr Roberts asked if the parish council should approach a resident of the village who has been active in raising awareness of local crime and ask if they would like to become the Police Liaison Officer. After a brief discussion it was agreed that this would be a good idea. The Chairman suggested that the Neighbourhood and Farm Watch schemes should be relaunched.

Action: Clerk to put Neighbourhood and Farm Watch on the next agenda.

10751. To receive apologies for absence

Apologies were received from Cllr Dickerson (away on business), Cllr Taylor (away on business)

10752 To accept apologies for absence – accepted.

10753 To record absence without apologies - None

10754 Declarations of Interest

(a) To consider any dispensations

None

10755 To consider the Approval of the draft minutes of the Parish Council meeting held on 31st October 2018

The draft minutes of the **Parish Council** meeting held on Wednesday 31st October 2018 had been circulated to all Councillors prior to the meeting. They were **proposed by** Cllr Pulham for **Approval** and **Seconded by Cllr Roberts. All in Favour**

10756 Parish Clerk's Report

The Clerk's Report was circulated in advance of the meeting for the consideration of all Parish Councillors.

7.1 Notice of Designation of new Conservation Area in Kelsale

The Clerk reported that she had received the formal Notice that Kelsale had received Conservation Area status. After a brief discussion it was agreed that a copy of the notice should be mounted in a frame and permission be sought from the Village Hall to put it up in the Committee Room.

Action: Clerk to purchase a frame for the notice and approach a member of the Village Hall Committee to ask permission to mount the frame in the Committee Room.

7.2 Parish Precept letter

The Clerk gave an explanation regarding the Precept letter that had been received this month.

7.3 To consider changing over to internet banking

The Clerk asked the parish council if they will consider changing over to internet banking in order to save time and streamline the banking process. She explained that she has done some research and thinks that the Unity Trust Bank is the most suitable for a parish council as they offer triple authentication when making transactions. There was a brief discussion and it was agreed in principle. However, the Clerk would like to do further research and to

find out if a high street bank can offer a similar service to enable her to do a proper comparison. At this point Cllr Major explained that if the parish council moves to internet banking, she would rather not be a named authenticator. Cllr Roberts offered to replace her. **Action: Clerk to continue researching internet banking providers. This research will include getting advice via SALC. She will report back at the next meeting with the results.**

7.4 Parish Council use of social media

The Clerk expressed concerns that the Neighbourhood Plan (NP) Facebook page was being used inappropriately and had become a general conversational site instead of focusing on NP issues as it was set up to do. She cited an issue where GDPR rules had been breached on the site and explained that this is a potential risk to the parish council. She suggested that if the council wish to use social media then a procedure should be agreed and voted on by the full council to protect it from possible misuse in the future. After a discussion it was agreed that the NP page would be deleted in the new year and possibly a general village chat page created in its place, but this would not be a specific parish council page. Users would also be directed to Nextdoor as a way of keeping in touch with things.

7.5 Accounting Software

The Clerk reported that the new accounting software, Scribe has been loaded onto her laptop and that she has started work on entering data into the newly created structure. Once this has been completed regular budget versus actual reports will be made available for every meeting allowing the council to track spending accurately throughout the year.

7.6 Music at the Bonfire Event

The Clerk reported that she had received a number of comments from residents about the standard of music at the Bonfire Event. Cllr Buttle confirmed that this had been discussed at the debriefing meeting held after the event and that measures are in place to ensure that this will not happen again in the future. She also stated that there had been some technical issues on the night that did not help matters. Cllr Pulham suggested that the council had the option to find an alternative provider. After a brief discussion it was agreed that this was not necessary at this time.

10757 Clerk's Report on urgent decisions

There were no urgent decisions.

10758 Matters arising from the Clerk's report

9.1 Clerk to investigate methods for automating the backing up of parish council files. **Outstanding.** Include on agenda for next meeting.

9.2 Cllr Pulham to draft a notice and pass to the Clerk for distribution. **In process.**

10759 Matters arising from the Parish Council meeting held on Wednesday 29th August 2018

10.1 Weight limit signs for Rendham Road – progress report. (Clerk)

Ken Hannah agreed to provide a progress report at this point as he had spent time liaising with the management at Carlton Meres Holiday Park during the month. He explained that Carlton Meres are willing to provide the funds for 'Unsuitable for Heavy Goods Vehicles' signs to be erected on Rendham Road as a goodwill gesture to mitigate some of the inconvenience that residents have suffered as a result of lorries going to and from Carlton Meres in the past. There may be funds available to help pay for the conversion of the road into a fully restricted 7.5 weight limit area in the near future. This will require negotiation between the parish council and Carlton Meres.

Action: Clerk to draft a response to the offer of funds for the 'Unsuitable for Heavy Goods Vehicles' signs and to contact the County Council Highways department to inform them that work can now go ahead.

10.2 Response to Scottish Renewables consultation. **Completed.**

10.3 Chairman to pass on information on benches in the village to Mr Hannah. (Cllr Revell). **Ongoing.**

10.4 Horse riding warning signs. **Further discussion needed as the price has increased. (Clerk) – carried over to next agenda**

10.5 Mature persons Xmas lunch – progress report (Cllrs Buttler & Galloway)

Cllr Galloway reported that good progress is being made with arrangements. They have had 45 acceptances for the lunch so far.

10.6 Bonfire event - report (Cllr Buttler)

Cllr Buttler reported that the Bonfire Event had gone extremely well and that they had received positive feedback from attendees and stall holders alike. The profit that was made at the event is going to be offered to local community groups who will be able to apply for funds. Cllr Buttler thanked everyone who had helped with the event and she volunteered to organise the event again next year.

10.7 Strategy for attracting new councillors – report (Cllr Roberts)

Cllr Roberts explained that his strategy for attracting new councillors is multi-pronged and that information should be provided via New Oasis, the website and Nextdoor about what the council do. The Chairman suggested that a booklet be produced explaining what the parish council does which could be distributed to the residents in the village before the election in May. Cllr Roberts suggested that community engagement was also needed to allow residents to express their feelings about what the village needs to open up a dialogue which may lead to more people wanting to join the council. Cllr Roberts agreed to work further on this and report back at the next meeting.

Action: Cllr Roberts to continue working on the strategy and provide a progress report at the next meeting.

10.8 Safeguarding policy – for approval (Cllr Taylor) – carry over to next meeting.

10.9 To consider a grant for The Afternoon Club (held over from last meeting)

After a discussion it was agreed that funds for this grant would be provided from monies raised from the Bonfire Event. A grant for £300 was proposed by Cllr Lumb and seconded by Cllr Buttler. The vote was carried with 1 abstention. During the discussion it was agreed that more should be done to find out what groups exist for younger people and for funds to be directed at this age group more in the future.

10.10 Meeting between Emergency group, Village Hall committee and Social Club

committee. **Decision taken to postpone this meeting until January.** Clerk has passed on the H&S report to the Village Hall committee. (Clerk)

10.11 Donation to Citizens Advice Bureau. Clerk could not find evidence of previous donation. Decision and approval needed for suitable donation. (Clerk)

Cllr Lumb provided the council with information about what sort of work the CAB do and what types of people they reach and help. After a discussion Cllr Galloway proposed that a donation of £200 be made to the CAB. This was seconded by Cllr Buttler. The vote was carried with 1 abstention.

10.12 Review of Planning Policy – report (Cllrs Pulham & Roberts) – carry over to the next meeting.

10760 Parish Council Matters

11.1 To consider the draft Budget 2019-2020 - to be tabled at the meeting. (with permission from the Chairman, this item has been moved up from item 13 Financial Matters)

The Clerk presented the budget to the parish council. She explained that she was making changes to the structure of the budget to allow for easier analysis of spending throughout the year that will be gained from the new accountancy software. This presented a few difficulties as there could not be a direct comparison with last year's budget. She said that she had allocated budgets as best she could and asked for suggestions for improvement. Several suggestions were made. It became apparent during discussions that it is likely that the precept may have to be raised this year to accommodate all the council's spending needs. However, the rise is likely to be small. The Clerk will take away the recommendations, make the necessary adjustments and bring the finished budget to the next meeting for approval.

Action: Clerk to make adjustments for the next meeting when the budget will be approved.

11.2 To consider a potential solution for parking at the school. (Cllrs Pulham & Taylor) Carried over to the next meeting.

11.3 To consider the proposed draft charter between parish council and Carlton Meres holiday park (Cllr Roberts)

The Clerk raised concerns about a formal agreement between the parish council and Carlton Meres and had sought advice from SALC. The advice given was that it would not be advisable to enter into formal agreements like this with a commercial organisation. Cllr Roberts, however, assured the council that this was not his intention. He wanted to use this document as a starting point to encourage communication between the two parties and did not intend it to be a formal agreement at all. It is intended to result in a long-term informal dialogue. The Chairman asked Cllr Roberts to redraft the document and to perhaps change some of the language to remove any interpreted formality. Cllr Roberts agreed to do this and will present the new draft at the next meeting.

Action: Cllr Roberts to re-draft the document and present it again at the next meeting.

11.4 To consider implementing a method of counting the number of attendees at the Bonfire event to comply with licence requirements and insurance. (Cllr Buttle & Clerk)
- carried over to next meeting.

11.5 To consider a report regarding the resilience training undertaken in October and to agree action going forward (Cllr Roberts) – deferred until January.

11.6 To consider the maintenance of the hedge on Main Road (Cllr Buttle)

The Clerk had received a communication from Suffolk CC regarding the hedge on Main Road abutting the recreation ground. A resident had reported that the hedge was overgrown and needed to be cut back. Suffolk CC said that they were not responsible for the hedge and that it is the parish council's responsibility to have it cut back. Cllr Buttle agreed to ask a resident who has cut hedges back for the council free of charge in the past if they would be willing to undertake this task. Once it has been completed, the Clerk will report back to Suffolk County Council.

Action: Cllr Buttle to ask resident if they would be willing to cut back hedge. Clerk to report to Suffolk County Council once the task is complete.

10761 Planning Matters

12.1 Planning Report (contains details of new applications listed below)

12.2 New planning applications since the last meeting:

DC/18/4285/FUL 10 Dennys Lane, Kelsale-cum-Carlton, IP17 2PD Single Storey first floor extension. ***This application was held over from the last meeting.***

Decision: All in favour to support this application

DC/18/4424/FUL Fir Tree Farm, Main Road, Kelsale-cum-Carlton Single storey extension to dwelling (existing conservatory to be demolished). Insertion of new first floor window to north elevation. Erection of single-storey outbuilding to create a domestic multi-functional space, including annex accommodation and cart lodge (existing domestic store to be demolished).

Decision: All in favour to support this application

DC/18/4533/VOC Kelsale Place, Main Road, Kelsale-cum-Carlton Variation of Condition no. 2 of DC/16/1813/FUL – formation of vehicular access to Main Road, provision of new access drive with associated bridge over watercourse. To enable a revised design of bridge to be constructed.

Decision: All in favour to support this application

DC/18/2621/FUL Land Off Main Road Erection of 44no. new dwellings with associated new access road Application has been amended to 42 houses.

Decision: Council still oppose on all original grounds

DC/18/4579/FUL – The Oaks, Carlton Road, Kelsale-cum-Carlton. Demolition and rebuild of a new dwelling.

Decision: (Cllr Revell declared a non-pecuniary interest in this application). All in Favour to support this application – 1 abstention (Cllr Revell)

DC/18/4679/FUL - Church View, Bridge Street, Kelsale-cum-Carlton. Single Storey Kitchen Extension Scheme B.

Decision: Deferred. Clerk to ask for a one day extension from SCDC to allow a site visit.

10762 Financial Matters

13.1: Financial Statement since last meeting.

Financial Statement since last meeting

(a) Income/Receipts

CIL Payment (SCDC)	£425.35
Money raised from Bonfire Event (Cash)	£4,372.61
Vince Kerry (Advertising revenue)	£45.00
Total	£4,842.96

Expenditure: (Direct Debits/Standing Orders)

BT - Telephone	£29.52
Elizabeth Flight (Salary) - November 2018	£582.40

Bank Balances:

Current Account as at	£22,945.94
Business Saver Account as	£12,069.54

(b) Payments made since the last meeting:

None

(c) To Consider/Approve the following cheque payments:

Chris Burslem (Expenses for Bonfire event)	£22.09
Malcolm Bell (Expenses for Bonfire event)	£36.16
Carol Bowdrey (Expenses for Bonfire event)	£30.79
Carolyn Taylor (Expenses for Bonfire event)	£261.82
Claire Buttle (Expenses for Bonfire event)	£244.53
Vernon Redhead (PA for Bonfire event)	£200.00
White & Partners (Food for Bonfire event)	£573.64
Melvin Mann	£105.00
Suffolk Coastal Norse Ltd	£720.00
Community Heartbeat Trust Ltd	£151.20
Kelsale Village Hall and Centre	£28.00
Essex Pyrotechnics Ltd	£1,560.00
BT - Broadband	£204.24
Scribe - Accounting Software Licence	£308.40
E Flight - Expenses & Mileage	£34.25
Anne Allen (Expenses for planting the tubs outside VH)	£29.94
TOTAL	£4,510.06

To consider additional payments:

SALC – Planning Workshop (Cllrs Buttle and Lumb) - £62.40
 St John Ambulance (Bonfire Event) - £110.40
 Cllr Taylor – Pensioner Xmas Dinner – Xmas Pudding - £34.25

The additional payments were presented by the Clerk. Approval of all payments (including the additional payments) was proposed by Cllr Roberts and seconded by Cllr Pulham. All in favour.

10763 To receive a report from the Village Centre Enhancement Group

None

10764 Neighbourhood Plan Steering Group – To receive an update (see separate appendix)

Cllr Galloway had circulated a paper in advance of the meeting. She reported that after due consideration the Neighbourhood Plan Steering Committee had agreed that before any more work is completed on the Neighbourhood Plan, a small group will spend the next few months preparing a full project plan. Once the project plan has been completed, work will resume. It is envisaged that this will happen in May. She was seeking approval of this action from the parish council. A vote was taken – all in favour.

10765 To Receive Reports from Portfolio Holders and Liaison Representatives

New Oasis

Cllr Pulham reported that he had already completed a rough draft of the next issue and that printing will take place on 15th December.

Biodiversity action plan

None

Emergency officer

Cllr Roberts reported that any named grit bin volunteers will be covered by the district council insurance, removing liability from the parish council. He is proposing to formulate a list of volunteers who will be responsible for distributing grit in their area and to report to Cllr Roberts if the bins need replenishing. He has some names already and appealed to the rest of the council to suggest other people that could be approached to provide a full complement of volunteers. At this point Ken Hannah said that there is no grit bin on his road. Cllr Roberts agreed to order one and Ken Hannah agreed to be the volunteer for that bin. Cllr Roberts also requested that if anyone sees bins being used inappropriately (i.e. people stealing grit from the bins, or even stealing the bin itself) to report to him immediately.

Tree Warden

Cllr Buttle informed the parish council that the Christmas Tree was being delivered on Sunday 2nd December at 09.00 and will need to be erected outside the Village Hall. Lights will need to be put on it as well. She asked for volunteers to help with this.

School

None

Footpaths Officer

None

VAS

None

Recreation Ground

None

Sizewell

Cllr Galloway informed the parish council that the Sizewell C Consultation begins in January 2019.

10766 Correspondence

10767 Items for consideration for inclusion on the next agenda

Solutions for cutting down on the excessive time that parish council meetings are now taking.

10768 To consider excluding the public and press

No considerations were necessary

10769 Excluded item

There were none

10770 Date of the next meeting

There being no further discussion the Chairman thanked the Parish Council for their attendance and formally closed the meeting at 10.20pm.

The next meeting will be held on Wednesday December 12th at 7.00pm in Kelsale Village Hall.

Signed: Chairman

Dated:

DRAFT